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STATE OF HAWAII
**NOTICE OF AND REQUEST FOR EXEMPTION
 FROM CHAPTER 103F, HRS**

HAWAIIAN GOVERNMENT
 OFFICE

To: Chief Procurement Officer

From: Department of Human Services, BESSD - Supplemental Nutrition Assistance
 Program (SNAP)

Department/Division/Branch or Office

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:


1. Title and description of health and human service(s):	SNAP (formerly known as Food Stamp Program) would like to increase the statewide SNAP participation by contracting with all qualified non-government providers to provide SNAP outreach services to potentially eligible low income population and participate in the USDA Outreach reimbursement program. State SNAP agencies can receive reimbursement for approximately 50 percent of their administrative costs for outreach to low-income people. States can develop an outreach plan at their option. Community and faith-based organization may serve as contractors under the State outreach plan or the State may conduct the work "in-house."	
2. Provider Name and Address:	Various	
3. Total Contract Funds:	\$30,000	\$150,000 <i>cyh</i>
Contract Funds per Year (if applicable):		
4. Reference number of Previous Request for this Service (if applicable):	PEH 14-06	
5. Term of Contract:	Start: Upon approval	10/1/14 <i>cyh</i>
	End:	9/30/15

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<p>6. Describe how procurement by competitive means is either not practicable or not advantageous to the State:</p> <p>The SNAP Outreach Program under USDA,FNS is a non competitive program. Projects need not compete to obtain federal matched funds, however, outreach expenses incurred by projects must be allowable and reasonable and meet FNS Outreach Guidance rules. Agencies must provide all necessary program plan and budget information to establish that project cost and activities meet Federal requirements. Outreach Plan budget funds are available on a Federal fiscal year basis, October 1 through September 30 of every year. The State must submit a compiled Outreach Plan to FNS for review and approval of plan and federal reimbursement. Once the State's Outreach Plan is approved by FNS, projects will receive reimbursement for allowable expenditures incurred for the Federal fiscal year the project was given approval for. More information regarding the SNAP outreach can be found at: http://www.fns.usda.gov/outreach/state-outreach-plan-guidance</p> <p>b. SNAP was previously approved to conduct an RFI under PEH 10-04,10-08,10-34 and 12-20, 14-06 and this RFI resulted in procurement of 3 Providers with contracts running through 9/30/14. Contracts have a 3 year extension through 2016.</p> <p>c. SNAP State funds is dependent on annual appropriation from the Legislature. For FY 2015, \$150,000 has been appropriated for SNAP outreach, of which \$120,000 will be set aside for existing Providers who currently have contracts with SNAP. Provider contracts allow for a 3 year extension through FY 2016. SNAP intends to allocate funds to the current Providers in accordance with the proportionate amount spent by each agency in FY 2014. These Providers have provided services for the past 3-4 years and have developed infrastructure, partnerships, resources and tools to implement statewide SNAP Outreach services. The purpose of this RFI is to invite additional Providers and appropriate \$30,000 SNAP Outreach services. State funds are eligible for a 50% reimbursement from FNS,USDA.</p>	
<p>7. Describe the reason for the selection of the provider including a description of how the procedure ensured the maximum fair and open competition practicable:</p> <p>See # 6.c. above.</p> <p>Any agency can participate in the State's outreach plan. The SNAP Outreach Program is an ongoing program with continuous annual recruitment based on availability of Federal funds. SNAP will render Providers eligible by inviting them to participate in the Outreach Program through the Request For Information (RFI) process. An RFI will be posted for FFY 2015 to solicit qualifying agencies to submit information regarding their program. Any organization and agency is invited to participate in this federal reimbursement program as long as they meet the Federal Outreach Guidance requirements. The Outreach Guidance can be found at http://fns.usda.gov/fsp/outreach/stateplan.htm</p>	
<p>8. Describe the state agency's internal controls and approval requirements for the exempted procurement:</p> <p>The United States Department of Agriculture (USDA), Food and Nutrition Services (FNS) provides a guidance to States on how to submit an outreach plan to FNS for approval. The Guidance can be found at http://www.fns.usda.gov/SNAP/outreach/stateplan.htm. FNS will reimburse 50 percent of allowable administrative program costs for activities approved by NS. OMB regulations, Departmental rules and the SNAP federal regulations govern reimburseable activities. FNS must approve the State Agency's Plan prior to Federal funds being made available for reimbursement through the State Agency.</p>	
<p>9. List the state agency personnel, by position title, who will be involved in the approval process and administration of the contract:</p> <p>Pamela Higa, SNAP Administrator</p>	
<p>10. Direct questions to (name & position):</p> <p>Phone number:</p> <p>e-mail address:</p>	<p>Pamela Higa, SNAP Administrator</p> <p>(808) 586-5722</p> <p>phiga@dhs.hawaii.gov</p>

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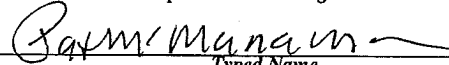
I certify that the information provided above is to the best of my knowledge true and correct.



Department Head Signature

9/13/14

Date



Typed Name

NOTICE

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted in item 10 of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Sarah Allen Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.

FOR CHIEF PROCUREMENT OFFICER USE ONLY

Chief Procurement Officer's Comments:

This approval is for the period 10/1/14-9/30/15 and for the procurement process only. Service providers are required to be compliant with applicable laws, and verified on the Hawaii Compliance Express, if applicable. This award is required to be posted on the Awards Reporting System. If there are any questions, please contact Corinne Higa at 587-4706, or corinne.y.higa@hawaii.gov.

☒ APPROVED ☐ DISAPPROVED ☐ NO ACTION



Chief Procurement Officer Signature

10/14/14

Date

Please ensure adherence to applicable administrative requirements.